WASHINGTON STATE LIBRARY
Washington
Secretary of State
SAM REED

INSTITUTE *of*
Museum and **Library**
SERVICES

2009 Targeted Competitive Grants
Application Form

Project name	
Amount of funding requested	
Library or branch submitting this application	
Type of library	
Person with contracting authority	
Title	
Organization name	
Mailing address	
City	
Zip	
Telephone	
Fax	
E-mail	
Library or system director, if different from contracting authority	
Project manager	
Title	
Organization name	
Mailing address	
City	
Zip	
Telephone	
Fax	
E-mail	
Alternate e-mail	

We affirm that the information included in this application is true. If this application is funded, we will sign a funding agreement and complete the activities in this application by August 13, 2010. We agree to participate in information gathering as a part of a state-administered evaluation of the project.

_____   _____
Contracting Authority Signature/Date   Project Manager Signature/Date

_____
 Library/System Director (if different) Signature/Date

Federal employer/Tax ID# (IRS issued)	
Fiscal agent name	
Title	
Organization name	
Fiscal mailing address	
Fiscal city	
Fiscal zip	
Fiscal telephone	
Fiscal fax	
Fiscal e-mail	
Reimbursement Information	
Payee, if different from library	
Mailing address for reimbursements, if different from fiscal agent	
City	
Zip	

As the Fiscal Agent, I am authorized by the applicant organization's governing body to obligate it to financial liabilities and I am accountable for the integrity of the official accounting system and the financial statements that system provides. I declare that the necessary fiscal policies and procedures exist to assure compliance with the Federal regulations in general and specifically with the Office of Management and Budget (OMB) Cost Principles applicable to the applicant organization, and conformance with generally accepted audit standards.

_____

Fiscal Agent Signature/Date

The following criteria will be used to review and evaluate all parts of the application. In addition, each section of the application will include specific criteria upon which that section will be evaluated.

In general, reviewers will look for:

- A clearly presented and concisely written proposal. Sufficient detail to understand the problem, need, or opportunity; to understand what is being proposed; and to understand how the proposal will be implemented.

- Inclusion of pertinent information, significant statistics, and/or anecdotal examples that document facts, support arguments, show interrelationships, and demonstrate participation and support.

- A strong relationship between the problem, need, or opportunity; the proposed solution; and the desired outcomes.

- A strong relationship between the proposed solution and the proposed work plan and budget.

1. **Project Title and a short abstract (50 words or less)—(Not scored)**

2. **Briefly describe the desired outcomes* that will result from the implementation of this proposal. (No more than one or two sentences)**

   Consider the following items in developing the response:
   - Who will benefit? Explain how.
   - How will the applicant organization's ability to serve its customers be enhanced?

   Review and Evaluation
   This question is worth 10 points. Reviewers will look for:
   - Benefit to the organization's customers

*Desired outcomes should be expressed in the format used by the Institute for Museum and Library Services (IMLS): you will do what, for whom, for what benefit. For example: Our public library will provide 5 more computers dedicated to patron access and use during job hunting and other employment-related activities. Our 30 minute computer reservations will be waived for these computers such that patrons have longer use of these computers for filling out online job applications, creation of resumes and similar activities.

3. **Describe your library's existing situation as it relates to serving patrons in hard times. (No more than 1 page)**

Consider the following items in developing the response:
- What is the problem, need, or opportunity?
- What steps have been taken to address the situation and why have they not been adequate?

Review and Evaluation
This question is worth 20 points. Reviewers will look for:
- Articulate description of the situation.
- Discussion of what is currently being done to address hard times and why it is inadequate.
- Impact of the existing situation on the organization's customers.
- Clear understanding of the opportunities, threats, and risks regarding the situation.

4. **Describe the solution. How does this solution alleviate or resolve the existing situation previously described? Why is this solution the best approach? (No more than 1 page)**

Consider the following items in developing the response:
- What is proposed to resolve the problem, alleviate the need, or take advantage of the opportunity?
- What are the specific benefits of using this solution?
- Who will implement the project and what are the qualifications of the vendors, consultants, and/or staff who will do the proposed work?
- Will you collaborate with another library or a community organization? If yes, describe the nature of the partnership.
- How does the solution proposed in this application compare with similar measures taken by other libraries, throughout the state and the nation, dealing with hard times?

Review and Evaluation
This question is worth 20 points. Reviewers will look for:
- Clear articulation of the proposed solution.
- A proposed solution that is within scope of the guidelines.
- A proposed solution that is appropriate for the problem, need, or opportunity.
- Evidence that the library has appropriate staffing and resources to address the project.

5. **How will the library continue the proposed program after the end of the grant period? (No more than ½ page)**

> Consider the following items in developing the response:
> - Will this project be sustained?
> - If the project should not or cannot be sustained, explain. If certain components of the project are not sustainable, can they be adapted to benefit the library in a different manner?

> **Review and Evaluation**
> This question is worth 5 points. Reviewers will look for:
> - Evidence that the library understands the commitments and costs associated with continuing the project after the grant period.
> - Evidence that the library is committed to continuing the project or adapting the project to meet current patron needs.

6. **List the major objectives and tasks that are required to accomplish this project. Include timeframes and identify the responsible party who will carry out the task. Include enough information to show reviewers that the process is logical and well thought out. A format for presentation of this information is included on the following page. Copy this format onto additional pages, if necessary.**

Consider the following items in developing the response:
- What tasks are required to accomplish this project?
- What resources are needed to complete these tasks?
- What are the timeframes for completion of tasks?
- Who is responsible for carrying out each task?
- What procedures will be followed for the procurement of outside services? Are those procedures incorporated into the workplan?
- Are project evaluation and monitoring activities included in the workplan?
- Are grant administration requirements reflected in the workplan?
- Is there enough information included to show reviewers that the process is logical and well thought out?

Review and Evaluation
This question is worth 20 points. Reviewers will look for:
- A logical and sound process of implementation.
- A description of the tasks to be performed from contract execution to project closeout.
- A project that can be completed in the grant timeframe.
- Recognition of grant administration requirements.

WORK PLAN		
Tasks that Need to Be Accomplished for Successful Project Implementation	Proposed Timeframe with Dates for the Completion of Tasks	Responsible Party for the Completion of Tasks

7. **Fill out the budget on the following page. Enter <u>only one</u> number per cell. All numbers must be rounded to the nearest whole dollar amount. Use the column labeled "Description" for very brief notes or to reference the narrative included on a separate page.**

   On a separate page, describe how the budget was determined and why this budget is appropriate. Complete a short narrative statement for each of the budget categories, describing what items are included within the proposal. All details of the budget should be included in this section. (No more than 1 page in addition to the budget form)

Consider the following items in developing the response:
- The cost factors necessary to implement the proposal.
- The process used to arrive at the budget including developing cost estimates or obtaining quotes from suppliers and vendors where appropriate.

Review and Evaluation

This question is worth 20 points. Reviewers will look for:
- A budget that is complete and accurate.
- A short narrative statement for each of the budget categories, describing what items are included within the proposal, and how the budget figure was determined within that category.
- A budget that is realistic for the project, with appropriate project costs relative to the scope of the activities to be performed.
- Evidence of local commitment to the project, such as the use of local sources of match, volunteers, etc.

BUDGET FORM

Category	Grant Funds Requested	Other Funding (Describe)	Description (Include a short narrative for each category on a separate page)
All Staff Salary, Wages, and Benefits			
Contracts with Others			
Travel and Training			
Equipment Under $5,000			
Equipment $5,000 and Over*			
Expendable Supplies or Materials			
Other-Itemized			
TOTAL REQUEST			

* Purchase requires prior approval from the Washington State Library and IMLS.

Please note: Grant funds **may not** be used for:
- Food and other refreshments
- Advertising and promotion of libraries in general
- Prizes and other incentives
- Overhead expenses, administrative and indirect costs

8. Describe the measures that will be used to evaluate the project. (No more than 1 page)

Consider the following items in developing the response:
- Regarding the desired outcomes described in section one of this application, what are the indicators of success? That is, how will you know if the project is successful?
- What data will be collected to support the evaluation?
- What tools will be used to collect the data (for example, tests, surveys, etc.)
- Evaluation may address:
  - Completion of the project in relation to the workplan, the specified timeframes and the budget.
  - The impact of the project on the organization's customers.
  - The impact of the project on the library, the larger library community, and the community as a whole.
- How will the project successes be communicated and shared with other Washington libraries that desire to develop similar projects?

Review and Evaluation
This question is worth 20 points. Reviewers will look for:
- Evaluations that simply reflect that a project was completed will receive fewer points than evaluations that measure impact on the beneficiaries of the proposed project.
- Realistic indicators of success.
- Appropriateness of the data collection tools and significance of the data.
- The intention to share project successes with other libraries interested in developing similar projects.

APPLICATION CHECKLIST

Your library will qualify to apply if you answer yes to <u>all</u> of the following criteria. This completed form must be returned with your application in order for the application to be accepted for review.

CRITERIA / QUESTION	YES	NO
An original application and one copy were submitted. An electronic copy was also submitted on disk, CD or as an email attachment.	☐	☐
The application has been signed by the official with contract authority, the project director, and the fiscal agent.	☐	☐
The lead applicant is eligible to apply for this grant—see library eligibility guidelines: http://www.secstate.wa.gov/library/libraries/grants/grants.aspx	☐	☐
If the application is from a public library, public elementary or secondary school library, or if the application is from a group of libraries or a library consortium that includes a public library, public elementary or secondary school library, a completed CIPA certification form is included with the application.	☐	☐
The application contains only eligible activities and costs that conform to LSTA goals (see project eligibility guidelines).	☐	☐
The application requests $50,000 or less in grant funding.	☐	☐
The project will be completed no later than August 13, 2010 with the exception of the preparation and submittal of the final reimbursement claim and final narrative report. These are due no later than September 30, 2010.	☐	☐
The application is complete—all questions have been answered, all signatures obtained, all components of the application submitted.	☐	☐
The application is postmarked by **Friday, June 26, 2009** or delivered by **4 p.m., Friday, June 26, 2009**. Applications postmarked or delivered after this date will not be accepted for review.	☐	☐